SURESH SAMIDURAI

ABOUT ME

An effective and confident communicator who is also a self starter with the dedication and motivation required to succeed in a busy HR department. Possessing in a depth knowledge of HR processes and procedures and proven track record of providing support. Easy going by nature and able to get along with both colleagues and senior managers when providing comprehensive administrative support to day-to-day operation human resources department.

ACADEMIC BACKGROUND

Master of Computer Application – 2010
Percentage: 71%   **Grade:** 1st Class
University: Anna University, Chennai

Bachelor of Information Technology – 2007
Percentage: 61%   **Grade:** 1st Class
University: M.K University, Madurai

SKILLS

- ❖ Carrying out accurate arithmetic calculations.
- ❖ Ability to determine work priorities.
- ❖ Knowledge of how to use human resource management software systems.
- ❖ Type writing.

COURSE

- ⚙ ACCP Programming in Aptech Computer Education.

PERSONAL DETAILS

D.O.B   : 27-05-1985
Gender   : male
Material Status : Married
Languages   : Tamil, English,
                       Malayalam, Hindi

📞 055-3124221

📍 Zabeel Building, Flat No: 227,
Al Karama, Dubai

✉ suresh27_s@yahoo.in

EXPERIENCES

HR / Admin Assistant (April 2018 – Oct 2021)
ACT Contracting L.L.C, Dubai

- ✦ Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- ✦ Preparing and issuing employment contracts to new employees.
- ✦ Making sure that all employee records are accurate and well maintained.
- ✦ Manage timecard submission, paycheck calculations, and payroll processing, and oversee all payroll clerks to ensure accurate and efficient results.
- ✦ Entered payroll, benefits, vacation hours, and other timekeeping information into company database, accounting software, and payroll processing programs.
- ✦ Updating both manual and electronic personnel records when a employees personal details change.
- ✦ Finalizing paperwork for when a member of staff leaves employment

Document Controller (Sept 2014 to Dec 2016)
Radiant technical works L.L.C, Dubai

- Keeping track of all documents by looking both hard and soft copy.
- Keep recording of all Inspection request, material request and material submittal
- In-charging of distributing controlled documentations, making sure it reaches where it is supposed to.
- Must validate any information contained in the document, as well as ensure that the document and any other files submitted with approved by the appropriate superiors.
- Alert manager about cancelations or resubmittal.
- Prepare correspondence and stuff mail.
- Coordinates office management activities & Maintain office procedures.
- Compose, type, and distribute information, routine correspondence, and reports.

EXTRA CURRICULAR ACTIVITIES

- Selected Young Scientist Developed Scheme.
- Youth Red Cross at University Level and NSS at College Level

DECLARATION

I hereby declare that the information provided above is correct to the best of my knowledge.

Place:
Date :

Suresh Samidurai

Junior Officer (Feb 2013 to May 2014)
Dynamic Motors (india) Pvt Ltd, chennai

- Preparing invoice and planning dispatch.
- File maintaining and prepare service quotations.
- Check waybill/road permit before invoice.
- Data entry for invoice and service tax.
- Supervise to work.

System Administrator (Apr 2012 to Nov 2012)
D Power Pte Ltd, Singapore

- Maintain workers record and workers attendance.
- File maintaining and prepare salary and work report.
- Check the bills and prepare month-end records and accounts.
- Receiving and replying mails and phone calls.
- Apply New work permit and renewals.
- Prepare the quotation for supply of manpower.
- Collect the cheque in every month.
- Preparing invoices and delivery

System Administrator (Nov 2010 to Dec 2011)
A.D.Envirotec Factory L.L.C, Abu Dhabi

- Install the Software and Hardware.
- Solve the Software and Hardware problems.
- Install Operating System.
- Connecting LAN and Internet.
- Preparing invoices and delivery.
- Received and reported for E-mails.
- Using MS-Word drawn pictures for Filters, cages, Filter Bags and all